

**BIDDER APPLICATION INSTRUCTIONS**  
**PAGE 3**



**STATE OF TENNESSEE**  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**DIVISION OF ACCOUNTS**  
**14<sup>TH</sup> FLOOR W R SNODGRASS TN TOWER**  
**NASHVILLE, TENNESSEE 37243**

FROM: Clyde M. Phillips  
Director of Statewide Accounting

DATE: April 1, 2004

Pursuant to Internal Revenue Service regulations, the State is required to obtain certain information relating to businesses and individuals with whom we do business. The I.R.S. requires that we maintain on file a written confirmation of your taxpayer identification number, your name as registered with the I.R.S., and your business type. If we do not obtain this information, we are required to do backup withholding from your payments.

On the reverse side is the form we use to obtain the above mentioned information. Please fill this form out completely. **The name you give us should correspond exactly with your name as it is registered with the I.R.S.** Any questions regarding this form should be directed to the Division of Accounts at (615) 741-9813.